



FORMS AND RECORDS MANAGEMENT SERVICES (FRMS)

FORMS REQUEST

Type or print clearly.

2. REQUESTING OFFICE (MUST INCLUDE MAIL STOP)

FOLD HERE FOR WINDOW ENVELOPE.

1. Use a separate request form for each supplier (check supplier below):

☐ Fulfillment Center, Department of Printing, Mail Stop 47100, PO Box 798, Olympia WA 98507-0798. The preferred method of ordering for the Fulfillment Center is on-line at www.prt.wa.gov.

☐ Forms and Records Management, Mail Stop 45805, PO Box 45805, Olympia WA 98504-5805, FAX (360) 664-6186, or email DSHSFormsRecordsMgmt@dshs.wa.gov. Check the FRMS Intranet website at <http://asd.dshs.wa.gov/FRMS/FRMS-download.htm> and the Internet site at <http://www.wa.gov/dshs/dshsforms/forms/eforms.html> for your forms.

USE A SEPARATE FORM FOR EACH "SHIP TO" LOCATION.

SHIP TO:
3. Name of office or organization: _____
4. Mail Stop: _____
5. ATTN: _____
6. Telephone number: _____

7. STREET ADDRESS (PO BOX IS UNACCEPTABLE)
Street address: _____
City: _____
State: _____
Zip Code: _____
8. Fax number: _____

9. LINE NO.	10. FORM NO.	11. QUANTITY WANTED	12. FORM TITLE OR ITEM DESCRIPTION
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			

13. OTHER INSTRUCTIONS	DATE RECEIVED
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REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX		SUB OBJ	SUB OBJ	ORG INDEX	WORK CLASS	COUNTY	CITY/ TOWN	PROJ	SUB PROJ	PROJ PHAS	AMOUNT
				APPN INDEX	PROG INDEX				ALLOC	BUDG UNIT	MOS				

14. NAME OF REQUESTOR	15. TITLE	16. TELEPHONE NUMBER	17. DATE
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